

Standards Committee



Claire Sinay, Chair

Tuesday, August 8, 2010
9:00 am to 11:00 am
Area Agency on Aging/Care Directions
1366 East Thomas Road, Phoenix
3rd Floor, Room 303

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Meeting Minutes

Committee Members *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT	Eric Moore	AT	Claire Sinay	AT	Dr. Colin Sheffield	AT	Debby Elliott <i>alt: Philip Seeger</i>
AT	Deborah Frusciano <i>alt: Kimberley Bickes</i>	AT	Larry Stähli	AT	Randall Furrow		

Guests

Scott Robinson

Administrative Agent Staff

Kenneth Leighton-Boster

Support Staff: John Sapero

Welcome, introductions and declarations of any conflicts-of-interest

Claire Sinay called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Quorum was established with six of seven members in attendance at approximately 9:08 am.

Review of the meeting minutes and action items from prior meetings

The committee silently reviewed summary minutes from the Tuesday, February 9, 2010 meeting. No corrections were voiced.

Administrative Agent update

Kenneth Leighton-Boster discussed:

- The Part A Program is finalizing the close out the 2009 grant year
- The Quality Management team is close to completing evaluations for all service categories. Information will be presented to the committee later in the year

Committee Chair update

Claire Sinay discussed the committee had not met for three months, and provided an overview of the activities of the committee prior to February, 2010.

Discussion: Part A referral process

John Sapero discussed that the committee had discussed adding a detailed referral process to the Universal Standards of Care, as the referral process was documented in some, but not all, standards. John related the previous discussion noted there was no method to document that no referrals were needed.

The committee discussed that there are some service categories that are more likely to make referrals than others. Kenneth Leighton-Boster related it would be challenging to audit different referral processes in each category.

A consensus was reached to retain the referral processes as detailed in the various standards of care.

General Review of Standards of Care to address new and emerging issues

Food Boxes/Home-delivered Meals

Claire Sinay discussed that a request had been made to revise the standards for the Food Boxes/Home-delivered Meals service category. Scott Robinson, of Joshua Tree Feeding Program, related that the current standards do not allow for take-away meals from the congregate meals. Scott requested that this be revised, as it is difficult to gauge how many people will attend the congregate meals and there is often leftover food. The agency would prefer to allow clients to take this food home, rather than discard it.

Deborah Frusciano related that this was in the standards due to food safety issues – the food may spoil before it is properly refrigerated/stored by the client and Part A liable for any sickness. Scott related that this may be true, but it is also true for food box items. There was discussion regarding potential legal issues, and the difference between food boxed for take-away, and leftovers boxed to take home.

Kenneth Leighton-Boster provides examples of general concerns that were expressed by providers related to the issue.

After discussion, the committee requested that the legal/health guidelines related to this issue be researched.

MEETING MINUTES continued

Universal Standards

Deborah Frusciano related that the Universal Standards of Care detail that several specific groups that cannot be discriminated against are described, while in other Council documents there is not as much specificity. There was discussion regarding the need to be more or less specific than the current standards, particularly related to immigration status.

A consensus was reached to research other Ryan White Programs related to discrimination policies.

Additional revisions were made throughout the document to sections related to:

- Client eligibility
- CLAS standards
- Minor text revisions throughout the document
- Statement of client rights and responsibilities

A consensus was reached to evaluate client satisfaction issues and SOC outcomes at the next meeting.

Discussion: Cost effectiveness training

The committee reviewed its three-year goals and discussed the need for the committee to take part in cost-effectiveness training. The Administrative Agent's ability to collect specific, detailed cost data was discussed, and it was noted that the full Council has ongoing discussions regarding cost effectiveness over the grant year. Additionally, the Administrative Agent provided the Council with ongoing technical assistance related to service costs.

A consensus was reached to eliminate committee-specific training from the Standards Committee 3-year action plan.

Discussion of agenda items for the next meeting

In addition to the recurring agenda items, the committee determined the following:

Agenda Items

Revisions to Universal Standards of Care

Continue review of other standards of care

Action Items to be completed by the next meeting

Task	Assigned To

MEETING MINUTES *continued*

Current events summaries

No comments were provided.

Call to the public

John Sapero reminded participants that the full Planning Council meeting was cancelled.

Adjourn

The meeting adjourned at approximately 10:45 am.